



Position Description

Human Resources Manager



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more about Haileybury at www.haileybury.com.au.

Working with us

Haileybury is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.



Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

*zero tolerance for child abuse.



Position Details

Position title	Human Resources Manager
Campus location	Keysborough, with regular travel to all other campuses
Reports to	Director, Human Resources and Business Planning
Manages others	Yes
Salary range	\$150,000 (Full Time FTE) + 12% superannuation

Role Overview

At Haileybury we are resolute in our mission to ensure that every staff member matters every day, and that through this principle, we drive positive outcomes for our staff and students.

The Human Resources Manager is responsible for leading the operational delivery of the HR function and leading the team to deliver effectively to support Haileybury's educational outcomes. The Haileybury People Strategy is set by Senior Executive in conjunction with the Director, Human Resources and Business Planning with this role accountable for translating that strategy into effective day-to-day execution, systems and team leadership.

Responsibilities

As the Human Resources Manager, you will:

- Lead the HR function's day-to-day operations across the employee lifecycle, including resources, budget and agreed initiatives to achieve HR related business outcomes
- Lead the continuous improvement of HR systems, data, reporting suite, policies and procedures to meet legislative requirements, enhance employee experience and deliver our EVP
- Ensure employee records, HR policies, procedures, contracts, manuals and guidelines are current, documented, and are adhered to across HR practices
- In collaboration with payroll, oversee the execution of Awards relevant to Haileybury, ensuring compliance with award conditions, wage rates, and contractual obligations
- Lead the HR function to effectively support leaders on employee and industrial relations issues and the resolution of grievances and conflicts and act as an escalation point for the team for employee-related matters and industrial disputes
- Contribute to initiatives that support the employee lifecycle at Haileybury – particularly the attraction, development, retention and reward of our employees
- Provide Business Partnering to a portfolio to maintain first-hand operational understanding of the School operations
- Other duties as required.



Key Selection Criteria

Required

- High level experience in delivering business partnering in a multi-faceted and complex structure.
- Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at all levels.
- An ability to adapt and understand the needs of stakeholders and employees to deliver HR support and services aligned with the mission and magenta principles.
- Experience in a fast-paced environment where timelines are dictated by immovable cycles, for example school term times.
- Demonstrated high level HRI and Payroll system expertise and data skills to support the accountabilities of the position.
- Highly developed planning and organisational skills, with experience establishing priorities within a heavy and varied workload, to keep track of a large volume of ongoing projects and an organised, composed, yet flexible approach to working to deadlines under pressure.
- Experience in the interpretation and application of the National Employment Standards and relevant industrial relations instruments and legislation.

Personal Qualities

- Ability to maintain a sense of humour and motivate others to overcome challenges.
- Values driven individual who genuinely enjoys working with people and understanding how to motivate and deliver an outcome.
- A collaborative approach to building professional relationships and working within a team to contribute to the team vision.
- High level discretion with an understanding of how to influence effectively and at times, subtly, with the aim of continuous improvement.
- High emotional intelligence with an ability to lead others to empower and achieve individually and as part of a cohesive and collaborative team.

Academic Qualifications

- Tertiary qualifications in HR or business related disciplines, majoring in HR management are favourable.
- Minimum 5 years of progressive experience in HR function or school leadership role.



Inherent Qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.

Physical demands

- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures, and weather conditions.
- Ability to assess whether Personal Protective Equipment (PPE) is required for activities and wear as appropriate.

General Information

- All staff who do not hold VIT registration will need to hold a current Working With Children Clearance and Nationally Coordinated Criminal History Check Certificate (NCCHC).
- All staff are recommended to be fully vaccinated against Covid-19 and any other viruses where possible.
- All staff are expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- Standard working hours are based on required and agreed requirements of the role and will generally, be worked between the hours of 8:00 am to 6:00 pm, Monday to Friday. This position requires flexibility to operate outside the standard hours when the situation requires.
- Staff must ensure that all decisions, pertaining to their role at Haileybury, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.



Commitment to Child Safety

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information

Further information about this position is available from stephanie.newbold@haileybury.com.au

This position description was prepared: October 2026